



## **Plan Transfer Procedures for Utility Submissions**

9-1-2014

### **OVERVIEW**

#### **Abbreviations**

The following will be used throughout this document:

CADD	<a href="#">Microstation</a> or <a href="#">GDOT Bentley Navigator</a>	PPG	<a href="#">Plans Preparation Guide</a>
DUO	<a href="#">District Utilities Office</a>	PT	<a href="#">Plan Transfer</a>
EDG	<a href="#">Electronic Data Guidelines</a>	SFTP	Secure File Transfer Protocol
GDOT	<a href="#">The Georgia Department of Transportation</a>	UO	Utility Owner
PDP	<a href="#">Plan Development Process</a>	URPN	Utilities Relocation Procedures
PM	Project Manager		Notification (letter)

All **CADD files** and **PDF versions** of the Construction Plans will be referred to as **Project Files**.

All **hard copy sets** of the Construction Plans will be referred to as **Plans**.

**Note:** All information that is shown as [underlined blue text](#) is a link to a web page, document, or email address.

#### **Purpose**

The purpose of this document is to provide guidance to the **GDOT PMs**, the **DUOs**, and the **UOs** and to establish consistent procedures for transferring GDOT project Construction Plans and UO information/markups between GDOT and the UOs during the 1<sup>st</sup>, 2<sup>nd</sup> (and, in some cases, 3<sup>rd</sup> or 4<sup>th</sup>) Submissions to the UOs, as well as for requested Preliminary Relocation Submissions to the UOs, as required per the Department's PDP.

GDOT will provide all available Project Files and/or Plans of the Department's Construction Plans to the UOs. The UOs will use these files/plans to mark the locations of their existing, proposed, temporary, abandoned, to be removed utility facilities, as requested by the DUO. The completed mark-ups will be provided to GDOT for incorporation into the Construction Plans at the proper stage of plan development per the current PDP.

The responsibilities of the GDOT PMs, the DUOs, and the UOs will be described herein. It is critical that each party provides precise information regarding what files/plans are being transmitted, including, but not limited to, the correct location of the files, the correct name/type of the files, and any other pertinent information required to facilitate the plan transfer process.



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#### **Correspondence**

Written confirmation acknowledging receipt of plans is **required** per the Official Code of Georgia Annotated (OCGA) 32-6-171-b-1 and the current [Utility Accommodation Policy and Standards Manual](#), 4.0.A.3.b.

All correspondence for these procedures will be via email; all items mailed or hand delivered will have a detailed transmittal letter attached. At all times, please ensure that the **key personnel and/or designated representatives** involved with the project are appropriately **addressed/copied** and that the “**Subject**” line contains, at a minimum, the **PI Number** and a **brief description of the purpose** of the correspondence.

#### **PT Web Page & SFTP Site Access**

The [PT web page](#) contains detailed information needed to accomplish and facilitate the transfer of project files/plans between GDOT and the UOs, including a link to the User Registration page for obtaining a GADOT user account, guidance for downloading WinSCP, the currently recommended FPT Client Shareware, and the process for accessing the Utilities folder on the SFTP site. Additionally, the URPN letters sent by the DUOs to the UOs will contain specific information regarding the location of the project files/plans.

#### **File/Plan Preparation for UO Mark-ups**

##### **CADD Mark-ups:**

All **CADD** files will be:

- Prepared to GDOT’s current EDG and PPG standards
- Provided per the standard file format required in the project’s scope
  - GDOT currently accepts ONLY the following CADD file formats:
    - MicroStation V8i
    - GDOT\_NAV (GDOT Bentley Navigator software)
    - MicroStation V7/ J (please note that MicroStation V7/J is no longer supported by Bentley)
- CADD files created in a non-GDOT compliant CADD format **MUST BE CORRECTLY CONVERTED** to MicroStation **prior to submittal** to GDOT

##### **Hard Copy Mark-ups:**

The **hard copy formats** and guidelines are as follows:

- **Hand drawn on Department project plans or PDFs of project plans**
  - Prepared as shown in the “**Utility Symbology (for use on hard copy plans/pdfs)**” section of the PT web page.
    - Existing facilities will be **green**
    - Proposed, temporary, abandoned, to be removed facilities will be **red**



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### **OVERVIEW (continued)**

- **Electronically drawn in a PDF file**
  - Shown as dashed or solid lines as indicated below
    - Existing facilities: drawn as a **green**, dashed line; and, if retained under pavement, labeled "**Existing To Remain**"
    - Proposed and temporary facilities: drawn as a **red**, solid line
    - Existing facilities to be abandoned: drawn as existing, labeled in **red**
    - Existing facilities to be removed: drawn as existing with **red "X"s** over the line
- **Created in a non-GDOT compliant CADD format and converted to a PDF**
  - Use current EDG standards and convert to PDF

**All drawings will be thoroughly labeled so that the person transferring the information from the hard copy into the GDOT CADD file will have a clear understanding of the mark-up.**

### **Appendix**

The Appendix contains:

- A list of typical CADD files to be transferred between GDOT and the UOs during the appropriate submission in the GDOT PDP

***If the project's electronic file names deviate from the typical naming conventions, contact the GDOT PM immediately.***
- A flowchart of these PT procedures

For questions or comments, please contact the appropriate District Utilities Office.

For additional information visit the [GDOT Utilities Web](#) site.



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### **PROCEDURES FOR UTILITY SUBMISSIONS**

The party responsible for an action is noted in **PURPLE** throughout the following sections.

#### **Procedures for Transferring Files**

##### **Step 1: The GDOT PM sends the Project Files and Plans to the DUO**

The **GDOT PM** will ensure that:

- All project CADD files are ready for distribution
  - Files are per the EDG and PPG
    - Plans Section 24 (and/or 44) are set up correctly
    - Required reference files are correctly attached
  - Files have been printed correctly to PDF format – full size
  - Files have been printed correctly as hard copy plans – full size
- All CADD files and PDFs (Project Files) are copied to a file folder on PCCommon in the PI# directory or are placed in the correct ProjectWise folder
  - Typically, only PDFs will be provided for Preliminary Relocation Submissions
- The requested number of complete hard copy sets (Plans) are mailed/delivered to the DUO
- An e-mail is sent to the DUO stating that the Project Files are available and that the Plans have been mailed or are being hand delivered
  - Include the names, types, & location of the Project Files
  - Include date mailed, method of shipping, or date to be hand delivered for the Plans



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### **Step 2: The DUO distributes the Project Files/Plans to the UOs**

The **DUO** will:

- Receive the above mentioned email and Project Files/Plans from the GDOT PM
- Provide an email to the GDOT PM stating that the Project Files/Plans were successfully retrieved/received
- Open and review all Project Files and Plans
  - Ensure that the Project Files open correctly and that the Plans have been printed correctly and that all are ready for use by the UOs
    - Ensure that the information shown is sufficient for the submittal
    - Ensure that all required reference files are included/attached
  - **Notify the GDOT PM immediately if the files are not ready for use**
    - The **GDOT PM** will ensure that:
      - The revised Project Files are copied to PCCCommon or ProjectWise/revised Plans are mailed/delivered to the DUO
      - An e-mail is sent to the DUO stating that the revised Project Files are available/Plans have been mailed/delivered
        - Include the names, types, & location of the files
        - Include date mailed, method of shipping, or date to be hand delivered for the Plans

Once the Project Files/Plans are ready for distribution to the UOs, the **DUO** will:

- Copy the files from PCCCommon or ProjectWise into the respective District – PI # folder on the Utilities SFTP Downloads site
  - The District may create subfolders within the directory structure, as needed
- Send an email notification and the appropriate completed URPN letter to the UOs
  - Include the names, types, & location of the Project Files
  - Include date mailed, method of shipping, or date to be hand delivered for the Plans

#### **NOTE:**

***The required submission time for the UOs to mark-up their plans will be set by the DUO per the current Utility Accommodation Policy and Standards Manual.***



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### **Step 3: The UO provides mark-ups to the DUO**

The **UO** will:

- Retrieve/receive the above mentioned email, Project Files/Plans from the DUO
- **Within 30 days of notification/receipt of the Project Files/Plans:**
  - Save **copies** of the Project Files to the UO computer and rename as indicated below
    - Destination determined by each UO
    - **Rename** the appropriate file(s) per the following conventions:
      - “1234567” is the PI number
      - “\*\*\*” is the [Georgia Utility Protection Center](#) (UPC) code name for the utility (i.e. Georgia Power Company = GPC)
      - CADD files:
        - The 1234567UTLE.dgn becomes 1234567UTLE\*\*\*.dgn
        - The 1234567UTLP.dgn becomes 1234567UTLP\*\*\*.dgn
        - The 1234567PROP.dgn becomes 1234567PROP\*\*\*.dgn
      - PDF files:
        - All affected sheet files will be renamed using the same convention where “1234567” is the PI number and “\*\*\*” is the UPC code
        - For Example:
          - 1234567\*\*\*\_24-001.pdf
  - Provide an email to the DUO stating that the Project Files/Plans were successfully retrieved/received
- Open and review the Project Files/Plans
  - Ensure that the Project Files open correctly/Plans have sufficient information and are ready for use
    - ***Notify the DUO immediately if the Project Files/Plans are not ready for use***
      - ***The DUO will immediately notify the GDOT PM***
        - The **GDOT PM** will ensure that:
          - The Project Files/Plans are revised as needed
          - The revised Project Files are copied to PCCCommon or ProjectWise/revised Plans are mailed/delivered to the DUO
          - An e-mail is sent to the DUO stating that the revised Project Files are available/Plans have been mailed/delivered



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- Include the name(s), type(s), & location of the file(s)
- Include date mailed, method of shipping, or date to be hand delivered for the Plans
- The **DUO** will:
  - Send an email to the UOs stating that the revised Project Files are available/Plans have been mailed/delivered

### **NOTE:**

***When SUE services have been utilized for 1<sup>st</sup> Submission, the UOs will:***

- ***Verify the SUE information prior to 2<sup>nd</sup> Submission***
- ***Notify the DUO immediately regarding discrepancies between the UOs information and the existing facilities found during the SUE investigation***
  - ***The SUE information is time specific – see next bullet***
- ***Draw and sufficiently note all facilities installed after the time of the SUE in the 1234567UTLE\*\*\* file (for CADD) or the individual sheet files (for PDFs/Plans)***
  - ***Include the date of installation***
- ***Provide pre-relocation information on specified projects and/or as directed by the DUO***

- **Draw** the locations of all existing utility facilities, all proposed, temporary, abandoned, to be removed utility facilities, and existing utility easements in the appropriate files as mentioned below and per the drawing conventions detailed in the **File/Plan Preparation for UO Mark-ups** section of this document
  - **For existing facilities and labels use:**
    - 1234567UTLE\*\*\*.dgn, if drawing in CADD
    - 1234567\*\*\*\_24-001.pdf (Section 24 contains the Utility Plans), if drawing on the individual PDF sheet files
    - The Plan sheets in section 24
    - If using a non-GDOT compliant CADD program, convert the individual sheet files to PDFs and name per bullet 2 above
  - **For proposed facilities and labels, temporary facilities and labels, labels for facilities to be abandoned in place, labels and Xs for existing facilities to be removed use:**
    - 1234567UTLP\*\*\*.dgn, if drawing in CADD
    - 1234567\*\*\*\_24-001.pdf (Section 24 contains the Utility Plans), if drawing on the individual PDF sheet files
    - The Plan sheets in section 24



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- If using a non-GDOT compliant CADD program, convert the individual sheet files to PDFs and name per bullet 2 above
- 1234567\*\*\*\_44-001.pdf
  - Section 44 may be used for relocation plans
- **For all existing utility easements and labels:**
  - Place in the PROP file: the 1234567PROP.dgn becomes 1234567PROP\*\*\*.dgn, if drawing in CADD
  - Place on the individual PDF sheet files: 1234567\*\*\*\_24-001.pdf, if drawing in a PDF file
  - Place on the individual Plan sheets
  - If using a non-GDOT compliant CADD program, convert the individual sheet files to PDFs and name per bullet 2 above

**UOs** using GDOT\_NAV will:

- Rename the appropriate dgn file(s) as mentioned above
- Open in GDOT\_NAV where it automatically becomes a "\*.overlay.dgn" file

Once each UO has completed their mark-ups, the **UO** will then:

- Post the marked-up project file(s) in the respective District and PI# directory on the Utilities SFTP Uploads site or mail/deliver marked-up Plans to the DUO. The following options are also available for smaller files:
  - Files that are small enough may be transmitted via GUPS (see "**NOTE**" below) or emailed directly to the DUO, as coordinated with the DUO
- **Send an email notification to the DUO stating that their marked-up project file(s) is(are) available or that marked-up Plans have been mailed/delivered**
  - **Include the file name(s), type(s), location, and any other pertinent information**
  - **Include date mailed, method of shipping, or date to be hand delivered for the Plans**

### **NOTE:**

***Some UO's may provide their 2<sup>nd</sup> Submission relocation plan as part of a project permit through GUPS. If the relocation plan is submitted through GUPS, it will not be necessary to also upload the relocation plan to the SFTP unless requested by the DUO.***



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### **Step 4: The DUO provides UO mark-ups to the GDOT PM**

*The DUO will:*

- Retrieve/receive the above mentioned email and Project Files/Plans from the UO
- Provide an email to the UO stating that the Project Files/Plans were successfully retrieved/received
- Open and review the completed marked-up Project Files/Plans for GDOT compliance, content, proper location, and sufficiency of information
  - Open all GDOT\_NAV (\*.overlay.dgn) files and save as an appropriate Microstation file (\*.dgn) – per the project's specifications
    - Example:
      - GDOT\_NAV files: 123456UTLE\*\*\*.overlay.dgn will be saved as 123456UTLE\*\*\*.dgn
- Copy the mark-ups to a file folder on PCCCommon/ProjectWise in the PI# directory
  - The District may create subfolders within the directory structure, as needed
- Send an e-mail to the GDOT PM stating that the completed marked-up Project Files are available on PCCCommon/ProjectWise in the respective District and PI# directory or that marked-up Plans have been mailed/delivered
  - Specify which UO provided the mark-up
  - Include the file name(s), type(s), location, and any other pertinent information
  - Include date mailed, method of shipping, or date to be hand delivered for the Plans



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### **Step 5: The GDOT PM provides UO mark-ups to the Designer**

*The GDOT PM will:*

- Retrieve/receive the above mentioned email and Project Files/Plans from the UO
- Provide an email to the DUO stating that the Project Files/Plans were successfully retrieved/received
- Ensure that each UO's completed mark-up files/Plans are retrieved and saved in the appropriate Design folder/provided to the project Consultant
- **Ensure that each UO's completed mark-ups are correctly incorporated into the Utility Plans**
  - **The information provided in the CADD files should be directly transferable into the appropriate UTLE/UTLP/PROP file**
    - **Contact the DUO immediately if the CADD mark-ups are not ready for use**
      - **The DUO will be responsible for notifying and coordinating with the UO to obtain the correct information**
  - **The information provided in/on the PDF files and hard copy Plans will need to be drawn into the appropriate UTLE/UTLP/PROP file**



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### **APPENDIX**

#### **Typical CADD Files to Be Transferred Between GDOT and the UOs**

**NOTE:**

*The following CADD file naming conventions are based on the current GDOT EDG for Microstation V8i. See <http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/Pages/Committee.aspx> for other versions of the GDOT EDG for naming conventions. Verify any deviations from the standard file names with the project's GDOT PM.*

*ALL available Sheet Files are to be included with each submission as CADD files, PDF files and hard copy Plans. Refer to the current GDOT EDG for the names and section numbers of the sheet files.*

**1<sup>st</sup> Submission Files (Existing Utilities):** To be made available as soon as possible and will typically include:

**Information**

**Typical File Name**

**Reference Files:**

Proposed alignment, edge of pavement	1234567MAIN.dgn
Required Right-of-way & Easements	1234567REQD.dgn
Existing utility file (blank w/reference files attached)	1234567UTLE.dgn
Construction limits	1234567LIMT.dgn
Existing Property Information	1234567PROP.dgn
Existing topography & mapping features	1234567TOPO.dgn
Existing Environmental & Cultural Resources (if available)	1234567ENVE.dgn
Layout of sheet locations	SHEETLAYOUT.dgn

**2<sup>nd</sup> Submission Files (Proposed Utility Relocations):** Will typically include:

**Information**

**Typical File Name**

**Reference Files:**

Proposed alignment, edge of pavement	1234567MAIN.dgn
Drainage (plan view)	1234567DRNG.dgn
Required Right-of-way & Easements	1234567REQD.dgn
Signing and Pavement marking	1234567SIGN.dgn
Signals	1234567SGNL.dgn
ITS	1234567ITS.dgn
Existing Utility file (from 1 <sup>st</sup> Submission or SUE)	1234567UTLE.dgn
Proposed Utility file (blank w/reference files attached)	1234567UTLP.dgn
Construction Limits	1234567LIMT.dgn
Staging/Erosion Control (per Stage#)	1234567STE#.dgn
Existing Property Information	1234567PROP.dgn
Existing topography & mapping features	1234567TOPO.dgn
Existing Environmental & Cultural Resources	1234567ENVE.dgn



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### **2<sup>nd</sup> Submission Files (Proposed Utility Relocations):**(continued)

#### **Information**

#### **Reference Files (continued):**

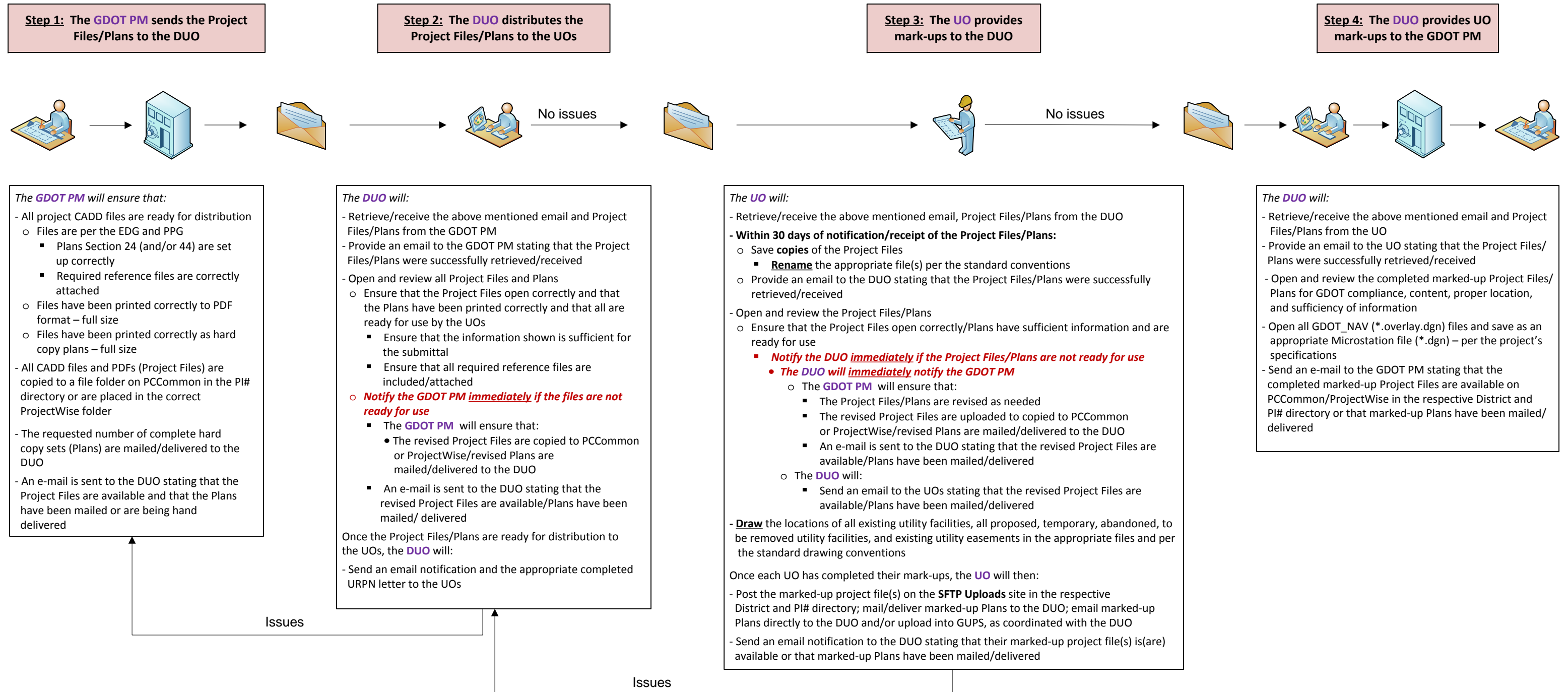
Proposed Environmental & Cultural Resources  
Landscaping  
Lighting  
Typical Sections  
Walls (plan view)  
Walls (profile view)  
Bridge  
Summary of Quantities  
Layout of sheet locations

#### **Typical File Name**

1234567ENVP.dgn  
1234567LNSC.dgn  
1234567LGHT.dgn  
1234567TYP.S.dgn  
1234567WALL.dgn  
1234567WPRO.dgn  
1234567BRDG.dgn  
1234567QTYS.dgn  
SHEETLAYOUT.dgn

**3<sup>rd</sup> Submission Utility Review:** These files will be the same as 2nd Submission only the proposed utility file (UTLP) will show any proposed utilities previously provided during 2<sup>nd</sup> Submission to allow the UOs to verify the info.

**4<sup>th</sup> Submission: Final Plans:** Send all available files.



**This Flow Chart addresses only the highlights for each step. For specific details, refer to the “Plan Transfer Procedures for Utility Submissions” document.**